



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst/Staff Services Analyst | Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: May 11, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Chuck Eiferle, (916) 322-8115

Who May Apply: Individuals who are currently in these classifications, eligible for lateral transfer or promotion, or reachable on a certification list.

* Training and Development assignments will be considered.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5393-024
051-220-5157-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Staff Services Manager I, the incumbent performs program/analytical functions associated with Federal/State Employment Tax Remittance/Reporting Programs. The position requires the use of a personal computer and other automated tools to perform assignments encompassing statewide programs. The incumbent also provides consultation, training, and other technical support to clients. Specific duties will include, but not be limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Performs tasks associated with the remittance of all Federal/State Employment tax payments and reports for both Federal and State tax authorities.
- Prepares, remits and validates all financial records encompassing \$3.5 billion annual tax payments using calculators, PC hardware and software.
- Performs tasks associated with the design, development, implementation and maintenance of an automated process for Federal/State Employment Tax Remittance/Reporting Programs in the new Human and Resources Management/Payroll system.
- Utilize the SAP HR system to generate state and federal tax reports and have a understanding of the SAP payroll and master data configurations, with emphasis on taxes, tax models and data maintenance.
- Exercises lead responsibility and heads internal/external project teams/task forces.
- Develops position papers, procedures, correspondence and PC statistical reports for control agencies.
- Provides consultation to clients, recommends both employer and SCO positions via verbal and written presentations.

DUTIES WILL COMMENSURATE WITH LEVELED HIRED



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- DESIRABLE QUALIFICATIONS:
- Experience in or knowledge of the State's Federal/State Employment Tax Remittance/Reporting Programs including calculation/reconciliation and remittance of all employment tax payments;
- Experience in or knowledge of the State's Federal/State Employment Tax Remittance/Reporting Programs including the reporting of information to both Federal/State tax authorities;
- Strong analytical abilities;
- Experience in or knowledge of systems development and implementation;
- Excellent communication skills;
- Excellent organization and research skills with attention to detail;
- Knowledge of project work;
- Ability to understand and learn data processing and system-oriented concepts and languages;
- Ability to work well with changing assignments and priorities; and
- High degree of initiative and ability to work within a team setting; and Experience working with personal computers and Microsoft Office Suite (Microsoft Office, Access, Excel and Word).

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall 9th Floor

Sacramento, CA 95814

Attn: Chuck Eiferle, Manager - Tax Support Section